

SPECIAL JOINT VILLAGE AND TOWN OF  
EAGLE BOARD MEETING  
APPROVED MINUTES –FEBRUARY 21, 2013

Village President, Rich Spurrell, and Town Chairman, Bob Kwiatkowski, called their respective special Board meetings to order at 7:00 p.m. President Spurrell confirmed Open Meeting Law requirements. Roll was taken: (Town) Supervisors Rasmussen, West, Malek, and Davis were all present; Chairman Kwiatkowski was also present. (Village) Trustees Neuburg, Greenberg, Scheff and Rice were present; Trustee Degenhardt was absent. President Spurrell was also present. Town Chairman Kwiatkowski and Village President Spurrell led the Pledge of Allegiance.

President Spurrell announced that the Boards may convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) to consider employment, promotion, compensation and/or performance evaluation data of the Recreation Interview Committee's recommendation of a Recreation Director, over which both the Town and Village Boards have jurisdiction.

**Consideration/action regarding the Park & Rec HR Policy**

The Boards reviewed the HR Policy for the Recreation Department, as modified by the Town Board at a recent meeting. After discussion, several changes were agreed upon. As not all employees are paid on a two week timecard, i.e. coaches, umpires, instructors, etc., the language needs to be changed that not all employees are paid bi-weekly. All of the comp time language is to be removed. The reference to "Park &" is to be removed from the entire document, as this is the Recreation Department HR Policy. Some additional discussion ensued as to the Village making the determination as to insurance, as the Village has more employees on the plan. The Town feels their Board should have more say, as they may not want to offer, for instance, eye care. President Spurrell stated that he has no problem with open communication on this point. Mr. West explained that he is present to represent the Town people, and insurance comes from tax monies. The Town may not want to offer benefits. President Spurrell stated that the Town would still have joint authority to determine health benefits.

Life insurance was then discussed. President Spurrell stated that life insurance is based on the previous year's salary. Chairman Kwiatkowski commented that the holiday schedule has been changed, from eight paid holidays to seven paid holidays, as reflected. Easter is removed, as it is always on Sunday. President Spurrell commented that he liked the addition as to personal days. There was concern this policy is only for the Recreation Director, not for any other possible employees, which would possibly modify the policy in the future. Other minor modifications were discussed and agreed upon.

As to employee discipline, President Spurrell stated that there would be a written warning, suspension, and then termination. This language is to be incorporated into the policy. The language as to the 2010 Act 10 law is to be stricken, as the State has determined who is eligible to be covered and the employer share toward that coverage. President Spurrell feels it best to have this policy in place prior to the hiring of a new Recreation Director.

**Motion:** Moved by Trustee Rice, seconded by Trustee Greenberg, to approve the HR policy for the Recreation Department, as amended. The motion carried unanimously.

**Motion:** Moved by Supervisor Davis, seconded by Supervisor Malek, to approve the HR policy for the Recreation Department, as amended. The motion carried unanimously.

### **Consideration/action regarding the Park & Rec Committee**

President Spurrell inquired as to thoughts by the Board members as it relates to the Park & Rec Committee. This committee meets on a quarterly basis. The Recreation Director could just report to the Village President and Town Chair. Supervisor Malek expressed that the Director could report to the Park & Rec Committee, especially as it relates to the budget. This committee can follow expenditures, etc. closer than the Village President and Town Chairman. Supervisor Davis also feels the committee has a large role in the KM Days event and would like to see it continued at this time. Trustee Greenberg stated that because of the nature of the program there is a lot of detail. If the Director reports to the committee, the board liaisons can then report to their respective boards. It was decided that this committee and the need for it will be considered in four months. Chairman Kwiatkowski stated that the Boards can “Kick the can down the street” on this matter.

### **CLOSED SESSION**

A motion was made by Supervisor Malek, seconded by Supervisor West to convene into closed session at 7:35 P.M. pursuant to Wis. Stat. §19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of the Recreation Interview Committee’s recommendation of a Recreation Director, over which both the Village and Town Boards have jurisdiction. Upon roll call vote: Supervisor Rasmussen – aye; Supervisor West – aye; Supervisor Malek – aye; Supervisor Davis - aye; Chairman Kwiatkowski – aye, the Motion carried.

A motion was made by Trustee Scheff, seconded by Trustee Neuburg to convene into closed session at 7:35 P.M. pursuant to Wis. Stat. §19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of the Recreation Interview Committee’s recommendation of a Recreation Director, over which both the Village and Town Boards have jurisdiction. Upon roll call vote: Trustee Neuburg – aye; Trustee Greenberg - aye; Trustee Scheff – aye; Trustee Rice -aye; President Spurrell – aye, the Motion carried.

A motion was made by Supervisor Rasmussen, seconded by Supervisor Davis to reconvene into open session at 7:49 P.M. Upon voice vote, motion carried

A motion was made by Trustee Scheff, seconded by Trustee Greenberg to reconvene into open session at 7:49 P.M. Upon voice vote, motion carried.

### **Consideration/action relating to closed session discussion**

- 1. Consideration/action to hire a Recreation Director**
- 2. Consideration/action to set salary for Recreation Director**

Discussion ensued as to the selection process, with Trustee Greenberg giving an overview of consideration of each candidate's qualifications. The interview committee would like to see a March 1<sup>st</sup> start, depending on the notice the chosen candidate must give their current employer. This position will be paid on a bi-weekly basis, as a salaried employee.

A motion was made by Trustee Scheff, seconded by Trustee Rice to select Samantha Blonien as the Recreation Director for the Joint Recreation Department, acting as an hourly employee until such time as she can begin to work full time. Upon voice vote, motion carried 5-0-1, with Spurrell abstaining.

A motion was made by Supervisor Rasmussen, seconded by Supervisor Malek to select Samantha Blonien as the Recreation Director for the Joint Recreation Department, acting as an hourly employee until such time as she can begin to work full time. Upon voice vote, motion carried.

Discussion turned to the salary for the Recreation Director.

A motion was made by Supervisor Davis, seconded by Supervisory Malek, to set a Recreation Director salary of \$32,000.00 annually, with a review after seven months, with benefits as stated in the HR policy. Upon voice vote, the motion carried.

A motion was made by Trustee Greenberg, seconded by Trustee Scheff, to set a Recreation Director salary of \$32,000.00 annually, with a review after seven months, with benefits as stated in the HR policy. Upon voice vote, the motion carried.

Hearing no other business, a motion was made by Trustee Scheff, seconded by Trustee Greenberg to adjourn the Joint Meeting at 7:52 P.M. Upon voice vote, motion carried.

Hearing no other business, a motion was made by Supervisor West, seconded by Supervisor Malek to adjourn the Joint Meeting at 7:52 P.M. Upon voice vote, motion carried.

Respectfully submitted,

Jeanne O'Brien  
Village Clerk/Deputy Treasurer

Prepared 2-25-13